

25-382

Distribution: **UNITED STATES INTELLIGENCE BOARD**

Orig. & 1 - Addressee *(hand delivered to Mr. Caspell @ USIB meeting 27 Jan 65)*

✓ 1 - ES/USIB

1 - USIB/SO/FFICE OF THE EXECUTIVE SECRETARY

1 - ER

26 January 1965

MEMORANDUM FOR:

[Redacted]  
Chief of Staff, Defense Intelligence Agency

25X1A

SUBJECT : Replacement for Deputy Executive Secretary,  
USIB

1. Pursuant to our recent phone conversation, I am attaching hereto job description information for the position of Deputy Executive Secretary, United States Intelligence Board (USIB). I hope that this information will be helpful in finding a well qualified successor for

[Redacted]

2. I have divided the attached listing into the following two categories:

a. Basic Requirements which I believe a candidate for that position should have if he is to perform the broad, exacting and important duties required to serve USIB effectively.

b. Desirable Features which, while not essential, would prove very helpful to the incumbent and this office.

These specifications are based upon the high level staff support needed for the work of the USIB, the primary areas of responsibilities assigned to my Deputy in view of his military background, and the experience and knowledge which has been gained during [Redacted] incumbency.

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3. I appreciate your giving me an opportunity to provide this information and I will be most happy to discuss it with you and answer any questions you may have.

4. I shall also look forward to considering any candidates which you and General Carroll wish to nominate for this position.

Attachment

[Redacted]  
Executive Secretary

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**JOB DESCRIPTION INFORMATION  
FOR  
DEPUTY EXECUTIVE SECRETARY  
UNITED STATES INTELLIGENCE BOARD**

**Basic Requirements**

1. High level of intelligence experience in Washington and field assignments; preferably an intelligence career officer.
2. Clearable for COMINT and Restricted Data.
3. Ability to express himself clearly and simply in writing; will need to record accurately discussions or minutes of meetings.
4. Experience or good knowledge in the COMOR and SIGINT collection fields.
5. Ability to conduct personably and effectively high-level liaison functions with other departments and agencies.

**Desirable Features**

1. Experience in or knowledge of the USIB structure.
2. Experience in security matters -- COMINT or equally sensitive system -- has operated a segment of a system -- or cleared people for a system.
3. Experience with a joint activity (school or service); preferably related to the intelligence community or high-level staff consumers of intelligence.
4. Has had a missile familiarization course recently.

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